

**INSTRUCTIONS FOR COMPLETING PART 3 (SITE APPLICATION)
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)**

1. Enter the Local Agency name and the Local Agency number (see last year's approved application).
2. Enter the name of the site (center). The site name must be listed exactly the way it appears on the license.
3. Enter the physical address of the site (not a P.O. Box). If there is no street address, provide specific directions to arrive at the site starting at a major highway/interstate nearby.
4. Indicate the type of site. A nonprofit center has 501(c)3 status from the Internal Revenue Service. A Title XIX For Profit is a center whose participation is based on the number of participants who receive Medicaid funds (at least 25% of enrollment or licensed capacity). A Title XX For Profit is a center whose participation is based on the number of participants who receive child care assistance from the Department of Social Services (at least 25% of enrollment or licensed capacity). A F/RP For Profit is a center whose participation is based on the number of participants who qualify for free or reduced price meals (at least 25% of enrollment or licensed capacity).
5. Provide the name and title of the person who is the site supervisor and indicate if the person is a new person to the program. Provide the name and title of the person responsible for the food service at this site and indicate if the person is new to the program.
6. Indicate the method(s) that will be used to prepare meals for this site. Mark all that apply if more than one method is used. If more than one method is used, describe how and/or when each method is used. For preparation at the meal service location, meals are prepared on site at that center. For preparation at central kitchen, meals are prepared at a central site and delivered to this site for the meal service. For meals under contract with a food service management company, the center has a contract with a food service management company (college, restaurant, nursing home, hospital, etc). And, for meals under contract with local school system, a contract is in place with the local school to prepare the meals for the children at the center. If meals are prepared by a school or under a food service management contract, the agency must mark where the meals are served (at the center/site or at the school/location that prepares the meals). If there is a contract with any school or food service management company, a copy of the contract must be sent for approval.
7. Fill in the chart indicating meal times for each meal type and the estimated ADP. ADP is the Average Daily Participation or the average number served each day for each meal type. No more than two meals and one snack or two snacks and one meal may be claimed for each participant in any given day. More meals may be offered but the agency may only claim reimbursement for up to three meals (one of which must be a snack) for each child. All local agencies must allow a minimum of two hours between the beginnings of meal services.
8. Indicate if the center/site receives other Federal funds. If so, provide the name of the program (e.g. Head Start).
9. Indicate if the center is licensed/approved by Federal, State or local authority. If not, indicate if it is a Head Start or Early Head Start site. All agencies (except Head Start and Early Head Start sites) on the CACFP must be licensed to be approved for participation in the program.
10. Operating Data:
 - A. Circle the days the site is open.
 - B. List the hours of operation for this site.
 - C. Indicate ages of participants the site is licensed for and the ages of participants meals will be claimed for. Note: 1) in child care, meals may not be claimed in the CACFP for participants over the age of 12 unless the participant(s) is/are functionally impaired or are children of migrant workers (up to age 15); and 2) in adult care, meals may not be claimed in the CACFP for participants under the age of 60 unless the participant(s) is/are functionally impaired.
 - D. Indicate the estimated number of participants eligible for free, reduced, and paid meals.

- E. Check the method by which meals will be served. In unitized meals, each participant receives all food items at the same time on a plate/tray (going through a line, receiving the plate/tray from an adult, etc). In family style meals, the food is placed in containers on a table. Participants sit at the table and help themselves to the food items they want with adult encouragement to take the minimum amount required of each food item (and help, as needed).
 - F. All child care centers which provide care for infants must offer at least one choice of formula to the families of infants (even if the agency does not claim infant meals). Indicate the brand(s) of formula provided by the center. If the site does not care for infants, mark the appropriate box.
 - G. Indicate if the center cares for participants in shifts (just after school, just before school, etc.).
 - H. List any full weeks during the current Program year this center/site will not be open.
11. Provide specific information about the food service personnel at this site.
 12. List the name of the local public school (i.e. if a family lived at the address of the site, where would the children attend school according to school boundary lines). In order to be eligible for this Snack After School meal, CACFP centers must be in a geographical area served by a school in which at least 50 percent or more of the children are eligible for free or reduced price meals. This will be verified by the State agency to determine the center's eligibility to participate in this at-risk program.

SNACK AFTER SCHOOL OPTION – Complete this section **ONLY** if the agency is planning to participate in this at risk program. This program is different from the regular PM snack served in child care facilities in that it targets children ages 16-18 that come to the center specifically for an after-school program.

13. Indicate if the local agency owns/operates the site in which the program will operate.
14. If the center is eligible, all children must be served snacks at no charge.
15. Snacks served **only** to the children enrolled in the after-school program may be claimed for reimbursement under this all-free option.
16. The primary purpose of the program must be to provide care in after-school setting.
17. Describe the activities as requested. Education and enrichment activities must be offered on a daily basis.
18. Activities must be structured and supervised.
19. The program must be open to all school age children, limited only by space, and/or security considerations, and/or licensing requirements?
20. Documentation of attendance must be maintained. This documentation must record the time in and time out for each child.
21. Indicate if the program will be operated on any non-school days, such as holidays and in-service days. Operation on non-school days is limited to during the school year only and does not include summer vacation.
22. Describe the method that will be used to record meal counts. By name meal counts must be taken and only meals that meet the snack pattern requirements are eligible to be claimed for reimbursement.
23. In CACFP, each site participating as a Snack After School care center must be reviewed at least two times each school year. At least one of these reviews must be made during the first four weeks of program operations at each site. Not more than six months may lapse between reviews. At least one of these visits must be made without prior notice to the site. Provide the schedule for these visits.